
Staff Development

As part of the settlement, we will be providing staff development at three mini-conferences in each of North Carolina's six regions. Each mini-conference will last two and a half days. The mini-conferences will take place in Fall 2007, Spring 2008, and Fall 2008.

Fall 2007 Schedule

September: Southeast Region and Northeast Region

October: Southwest Region and Northwest Region

January: South Central Region and North Central Region



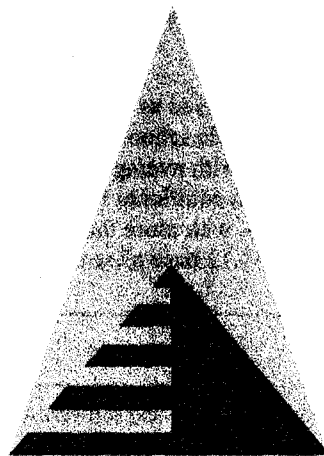
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THE NC MICROSOFT SETTLEMENT

More than one-third of North Carolina's public schools will benefit from a recent national legal settlement of the class action lawsuit against Microsoft. North Carolina entered this settlement case in 2003.

As a result of the settlement, North Carolina public schools have received \$40.9 million for qualifying schools that have a high percentage of children on free or reduced-price lunch. Local education agencies (LEA) and charter schools have received vouchers for reimbursement for purchases of computers, software, projectors and other technology equipment. The instructions for reimbursements and funding through vouchers were distributed to the Finance Officers from the Settlement Administrator (Poorman-Douglas Corporation). There is a 50 percent split on the vouchers distributed to each eligible LEA and charter school, half of the vouchers are for General Purpose (computers, software products, projectors, etc.), the remaining 50 percent for Software Vouchers. The Department of Public Instruction received funds to hire two people to assist local school districts in the process of redeeming the vouchers.

All ADM and Free and Reduced Lunch figures are based on the final Average Daily Membership for the 2004-05 school year (*The 2004-05 ADM Figures are available on the NCMS website*).

Schools that are eligible for the settlement vouchers are as follows:

* Elementary schools (schools with any grade between K and 5) that have 60 percent or more of their students eligible for free or reduced-price lunch in FY 2004-05;

* Middle Schools (schools with grades 6, 7 or 8) that have 60 percent or more of their students eligible for free or reduced-price lunch in FY 2004-05; or

* High Schools (schools with grades 9, 10, 11 or 12) that have 70 percent or more of their students eligible for free or reduced-price lunch OR high schools with an ABCs performance composite score of less than 60 percent in FY 2004-05.

Based on these criteria, this means that 642 elementary schools (44 percent of all elementary schools), 155 middle schools (33 percent of all middle schools) and 60 high schools (16 percent of all high schools) are eligible for the settlement awards.

The allocations are provided as a base allocation of \$9,951.12 to each eligible school, remaining funding is distributed to schools with average daily membership (ADM) above 500. An additional \$137.96 per ADM is allotted to the schools with more than 500 ADM in addition to the \$9,951.12 base allocation.

The Process

1. Purchase approved hardware and software for eligible schools.
2. Download the Checklist, Tech Plan Verification form, and List of Products Purchased Sheet.
3. Complete **Tech Plan Verification form** (be certain it shows where the purchased items are being placed and how they align with your technology plan).
4. Complete the **List of Products Purchased Sheet** (It is an Excel document. Use the version that accommodates the number of items you have purchased (1, 2, or 3 pages). You will need a sheet(s) for the Software Voucher and a sheet(s) for the General Purpose Voucher.

5. Send the items on lines 3 and 4, your **Checklist**, and a **copy of your Voucher(s)** and to Suzanne or Camp attached to an email.

6. Within thirty days you will be notified if your documentation is approved.

7. Then... Insure you have the original Voucher(s) signed..

8. Mail the signed Voucher(s) and List of Products Purchased sheet(s) along with your evidence of purchase(s). The following criteria have been provided by the Microsoft Settlement folk. UPC Codes are no longer necessary if the invoices meet the following 5pt invoice criteria. The 5 pt criteria necessary on invoices is as follows:

- **The vendor's name**
- **The date of purchase [not P.O. or requisition date]**
- **The product name/description [not Part numbers, please]**
- **The product's unit price & quantity purchased**
- **The method of payment [credit card, Term: Net 30/45, On Account, Check, Cash, etc.]**

This information must be printed on the invoice/receipt by the vendor not handwritten on the invoice. Purchase Orders/Requisitions and other internal documents are no necessary as Proof of Purchase, and actually slow the voucher processing.

Mail your completed Voucher and documentation to:

**Settlement Administrator
North Carolina
PO Box 4180
Portland, OR 97208-4180**

We would recommend you send it with a signature receipt required.

9. Upon receipt of your check from Microsoft, send a photocopy of the check and a photocopy of any paperwork received from Microsoft to Suzanne or Camp attached to an email.

10. Retain copies of all communications with Microsoft, Suzanne, and or Camp for your records.
